



**PLEASE COMPLETE THIS FORM TO REQUEST TO FILE AND REPORT TPT WITH ADOR (ONE FORM PER CITY LICENSE NUMBER)**

All boxes must be completed. Incomplete forms will <b>NOT</b> be processed.	
Flagstaff TPT License Number (10 digits):	Business Name:
Arizona TPT Number (8 digits, no alpha):	*Location Number (3 digits):
Beginning Tax Period TPT Reported and Remitted to ADOR:	
Contact Phone Number:	Email Address:

I understand the City of Flagstaff will no longer provide a TPT return form for future tax periods and I am to file and report all tax owed to the City with the Arizona Department of Revenue.

I am listed on the City account as an authorized owner or principal of the above-named business to complete this form.

Signature

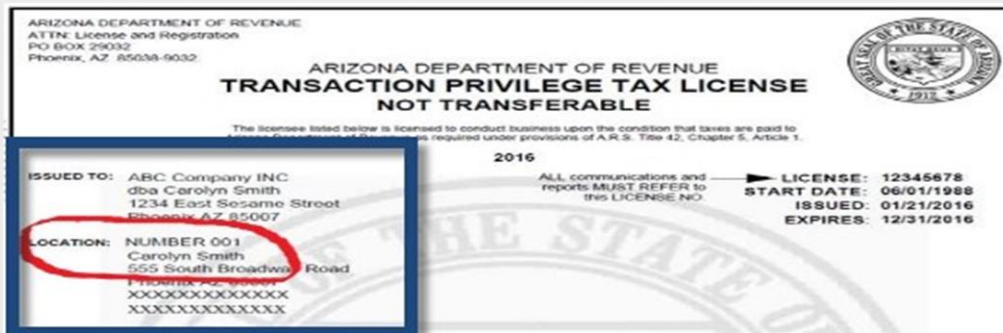
Printed Name

**\*How to find your ADOR Location Number on the ADOR TPT license form:**

Transaction Privilege Tax (TPT) > Reporting Guide > Location Based Reporting

**Location Based Reporting**

The location number(s) of a business can be found on the Transaction Privilege Tax (TPT) License, the 3-digit number located on the left side below the address, as assigned by the Arizona Department of Revenue. The unique location code is used to identify the location or locations where business transactions are taking place. For this reason, businesses with more than one location must specify the location code for each unique business location when filing their TPT-2 return. The location code enables DOR to collect taxes from businesses generated in a specific region and to disperse the correct amount of revenue to the city or district from which it was collected.



In the near future, this will be necessary to properly report activity by location on Transaction Privilege, Use, and Severance Tax Returns.

Email this form to [salestax@flagstaffaz.gov](mailto:salestax@flagstaffaz.gov) and type "Form 2111" in the subject line, or fax to City of Flagstaff Sales Tax & Licensing at (928) 213-2209.